



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of November 24, 2014

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

#### **Applications Programmer – #21462/Salary \$25.08 – \$34.52 hourly**

Responsible for application software development, maintenance, support, testing and documentation.

**Qualifications:** **Resume: REQUIRED.** You must submit your resume along with the official, city application. Please submit this to [Katherine.Waryan@minneapolismn.gov](mailto:Katherine.Waryan@minneapolismn.gov) no later than the job closing date. **Experience:** Two (2) year of experience in Application Development/Support of large software using specific technical tools, languages, techniques, etc **Education:** Associate's Degree in Computer Programming, Computer Science, or a closely related field. **Equivalency:** An equivalent combination of related education/experience may be considered. To view the full job announcement and complete the online application click on the following link: [http://www.minneapolismn.gov/jobs/jobs\\_index](http://www.minneapolismn.gov/jobs/jobs_index) then "View Job Postings and Apply Online" **Applications accepted through December 5<sup>th</sup>, 2014**

#### **Assessor II – Exam #21620 / Hourly Salary \$27.63 up to \$36.00**

ALL applicants MUST submit a completed: **City of Minneapolis Online Application**. Applicants can apply online at <http://www.ci.minneapolis.mn.us/jobs/index.htm>, **Resume:** Must be submitted prior to the job closing date. A copy of your **license** (at least one of the following): 1) Assessor License, 2) Appraiser License, 3) Real Estate License. **POSITION INFORMATION:** The City of Minneapolis Assessor Office is hiring a candidate to perform technical and specialized field and office work in the assessment of apartments, commercial, industrial, residential and personal property. **MINIMUM QUALIFICATIONS:** **Education:** Bachelor's Degree in Real Estate, Architecture, Engineering, Business Administration or equivalent. **Experience:** Three years of relevant appraisal experience that includes customer service experience. **Licenses and Certifications:** Certified Minnesota Assessor (CMA) with Income Qualified Accreditation **OR** Licensed Certified General Appraiser with the requirement that candidate must achieve the CMA - Income Qualified accreditation from the State Board of Assessors within 24 months of hire. Valid Driver's License. **Applications accepted through Friday, December 12<sup>th</sup>, 2014.**

#### **Convention Center, Operations Maintenance Specialist – Exam #21619 / 4 Months Rate: \$15.36 hourly, \$16.16 up to \$20.63 hourly thereafter**

There are currently multiple intermittent vacancies to be filled at the Minneapolis Convention Center. Hours are 5 pm-1:30 am, however hours and shifts may vary according to need. Intermittent work schedules may range from zero to forty (0 to 40) hours per week. Mainly nights, weekends and holidays. Requires working irregular work schedule such as evenings, days, weekends and holidays. **Primary Responsibilities:** Perform manual set up and tear down of events at the Minneapolis Convention Center. Cleaning and simple maintenance work on the building interiors and exteriors and performs ground maintenance work as assigned in order to ensure the building and its facilities are maintained in a healthy, orderly and sanitary manner. Upholding high standards of customer service, independent judgment and professionalism are required for this position. **REQUIREMENTS:** **Education:** Ability to follow oral and written instructions. High School diploma or Equivalent preferred. **Desirable Qualifications:** Customer Service/ Hospitality/ Client Interaction and related experience to position. To view this posting and apply online, please visit [www.ci.minneapolis.mn.us/jobs/](http://www.ci.minneapolis.mn.us/jobs/) **Applications accepted through Monday, December 1<sup>st</sup>, 2014.**

#### **Coordinator Plans & Scheduling – #21609/Salary \$69,401 to \$75,836 Annually**

Coordinate planning and scheduling of maintenance, repair, rehabilitation, and operation activities of the sanitary and storm sewer systems for long term staffing and resource planning and allocation. **Qualifications:** Two (2) years as a foreman or supervisor in construction/maintenance field **OR** Six (6) years experience in a Sewer Maintenance, Sewer Construction or similar operation **OR** Four (4) years in inspection, testing and construction oversight **OR** A combination of qualifying experience (as noted above) may be considered. **Education:** High School Diploma or equivalent. To view the full job announcement and complete the online application click on the following link: [http://www.minneapolismn.gov/jobs/jobs\\_index](http://www.minneapolismn.gov/jobs/jobs_index) then "View Job Postings and Apply Online" **Applications accepted through December 5, 2014.**

**Director of Facilities, Operations and Maintenance: Facility Manager – Exam #21617 / Salary \$83,571 up to \$103,495 Annually**

**APPLICATION PROCESS:** ALL applicants MUST submit a completed: 1) **City of Minneapolis Online Application**. Applicants must apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). 2) **Cover Letter, Resume and Supplemental Questionnaire**. Supplemental questions are listed in the job posting for the position. Applicants are required to submit responses to the supplemental questions, cover letter and resume to [Joel.Lampe@minneapolismn.gov](mailto:Joel.Lampe@minneapolismn.gov) prior to the job closing date. **POSITION INFORMATION:** The Director of Facilities, Operations and Maintenance reports to the Director of Property Services and is responsible for the operations and maintenance of all City of Minneapolis owned and operated facilities under the jurisdiction of Property Services and utilized by the City's charter departments for municipal operations. **REQUIREMENTS:** **Education:** A Bachelor's Degree in Engineering, Construction Management, Facility Management or closely related field. **Experience:** Five (5) years of facility management experience in a large organization that includes project management and supervisory experience. **Driver's License:** Possess and maintain a valid Driver's License. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, December 5<sup>th</sup>, 2014.**

**HR Associate – Exam #21616 / Hourly Salary \$17.80 up to \$24.13**

Under general supervision, the HR Associate performs clerical, administrative and technical work to support recruitment and selection activities within HR Generalist teams. There is currently one non-exempt vacancy that will support the Public Works HR Generalist team. Prepare job announcements for posting, administer examinations, process applicant data into a computer database, and provide assistant to customers and applicants. **REQUIREMENTS:** High School Diploma or equivalent and two years of senior-level clerical experience. Previous work experience in HR is highly desirable. To view this posting and apply online, please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through Friday, November 28, 2014.**

**Senior Treasury Analyst – Exam #21614 / Annual Salary \$57,257 up to \$79,090**

**Application Process:** ALL applicants MUST submit a completed: 1) City of Minneapolis Online Application, apply online at <http://www.minneapolismn.gov/jobs/index.htm>. Applicants are encouraged to be as detailed as possible in the online application with regards to experience and work duties. Please ensure all screening questions are answered within the online application. 2) Screening Questionnaire. Screening questions are included within the online application. Applicants are required to complete the screening questions. **PRIMARY RESPONSIBILITIES:** Manage the City's Credit Card functions assigned in the Treasury Division, perform administrative and technical work in conducting studies and make recommendations and projections regarding cash management and treasury operations. **MINIMUM REQUIREMENTS:** **Experience:** Four (4) years of professional level experience in treasury operations, banking, finance, economics, business accounting, or a related field. **Education:** Bachelor's Degree in Finance, Accounting, or Business Administration or equivalent. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Wednesday, November 26, 2014.**

**Space Coordinator, Property Services – Exam #21613 / Hourly Salary \$24.04 up to \$33.50**

**Applicants MUST:** 1) Apply online at <http://www.minneapolismn.gov/jobs/index.htm>. Applicants are encouraged to be as detailed as possible in the online application with regards to experience and work duties. 2) Submit a Resume – must be submitted prior to the job closing date and can be emailed to [Joel.Lampe@minneapolismn.gov](mailto:Joel.Lampe@minneapolismn.gov). **POSITION INFORMATION:** There is currently one (1) non-exempt vacancy to be filled in the Space and Asset Management division of the Property Services Department. Position responsibilities include but are not limited to: provide technical and administrative support functions in space planning of standard to moderate degrees of difficulty, including furniture design, move management, and architectural design support. **REQUIREMENTS:** **Experience:** Three (3) years of related experience. **Education:** Bachelor's Degree in Interior Design, Architecture, or Equivalent. **Licenses:** Valid Driver's License is required. **Equivalency:** An equivalent combination of related education & experience may be considered. To view this posting and apply online, please visit [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/) **Applications accepted through Wednesday, November 26, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.